Professor
Name: Donna Gordon
Office hours: Before class, immediately following class or by appointment
Course Information: CRN 33452; Monday/Wednesday – 12:00-2:30 p.m.
E-mail: donna.gordon@hccs.edu
Learning Web site: http://learning.swc.hccs.edu/members/donna.gordon
Alief Campus, Room Bl39

Required Textbooks
This course is a Kindle-based literature course as part of a Chancellor’s Innovation Grant. Students will check out Kindle DXs from the Southwest College using their student IDS and will have to purchase etexts online through the Amazon.com Kindle Store (www.kindle.com); to do so, students will need to set up online Amazon.com accounts prior to 09 June 2010, through which they will both register their Kindles and purchase required texts. The account must be tied in to a credit card for payment.

If a student withdraws from the class, the student MUST return the Kindle, its cover, and its cord and plug to the instructor or face penalties up to and including a freeze on her/his HCC account (including grades) and criminal prosecution, as failure to return the Kindle qualifies as a Class B Misdemeanor in the State of Texas.

Text: all readings will be available online for download to the Kindle DX checked out by the student. Readings will be available either through the HCC Southwest Kindle Site (http://swc2.hccs.edu/kindle) or the Amazon.com Kindle Store (www.kindle.com). See the daily calendar below for readings and due dates.

Additionally, the mycomlab class website will be used to post all assignments and their details, as well as to update information about the course as necessary.

Required Materials
Syllabus
Paper and pens
Notebook for handouts
College-level dictionary and thesaurus
9x12” manila envelope for Research materials
Electronic file saving device

Grade Percentiles
10% Essay #1: Expository essay [topic assigned by Professor]
15% Essay #2: Annotated Bibliography and Research Proposal
25% Essay #3: Argumentative/persuasive essay [based on E#2]
5% Presentation: Presenting the information you learned during the research process
5% Three Kindle Surveys -- students will be required to complete these during class
10% Essay #4: Visual Argument analysis/presentation
10% Essay #5: In-class FINAL exam essay
15% Quizzes[daily reading quizzes and in class activities] and Journals[2 page journal responses as assigned]
5% MyCompLab activities

Attendance Policy
English 1301-2010 Summer 10 Week Term Course Requirements 1
Professor Gordon
Regular attendance is required at Houston Community College. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped. Coming in late will constitute a tardy. All tardies will be counted toward your allotted absences. Excessive tardies will not be tolerated. After the 1st tardy, you will be counted absent. DO NOT COME IN TO CLASS LATE. CLASS BEGINS AT 12:00 P.M. You are late at 12:01 p.m. **Students who intend to withdraw from the course must do so by the official last day to drop (July 27th – 4:30pm).** After the official drop date, students who violate the attendance policy by exceeding the total absence policy will receive a grade of “F” for the course.

**Withdrawal Policy**

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than six total course withdrawals throughout their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

If you do not withdraw before the deadline, you will receive the grade that you are making as the final grade rather than a “W.” This grade (due to missing classes and missing work) will probably be an “F.” **The last day to withdraw from the 2010 Summer 10-week term is July 27th – 4:30pm.** You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring, child care, financial aid, and job placement. **If you stop attending class and do not complete the withdrawal process, you will earn the grade of “F” at the end of the semester.**

**Grades of “W” and “I”**

A grade of “W” is given for a “withdrawal.” A grade of “I” is given for “incomplete.” An “I” is for emergencies only. You have one semester to complete the missing work.

**Student Course Reinstatement Policy**

Students have a responsibility to arrange payment for their classes when they register, either Through cash, credit card, financial aid, or the installment plan. Students who are dropped from their courses for non-payment of tuition and fees who request reinstatement after the official date of record can be reinstated by making payment in full and paying an additional $75.00 per course reinstatement fee. The academic dean may waive the reinstatement fee upon determining that the student was dropped because of a college error.

**HCC Student Email Accounts**

All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them. Please go to [http://www.hccs.edu/students/email/][1] to review how to send email using this account.

**International Students**

Receiving a “W” in a course may affect the status of your student visa. Once a “W” is given for the course, it will not be changed to an “F” because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

**Special Conditions:**

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[1]: http://www.hccs.edu/students/email/
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu and click Future students, scroll down the page and click on Disability Information.

District ADA Coordinator  Donna Price - 713.718.5165
Central ADA Counselors  John Reno - 713.718.6164
Northeast ADA Counselor  Kim Ingram – 713.718.8420
Northwest ADA Counselor  Mahnaz Kolaini – 713.718.5422
Southeast ADA Counselor  Jette Lott - 713.718.7218
Southwest ADA Counselor  Dr. Becky Hauri – 713.718.7910
Coleman ADA Counselor  Dr. Raj Gupta – 713.718.7631

Diagnostic Essay
All English 1301 students write a diagnostic essay during the first week of classes in order to confirm their placement into English 1301. The essay will not count as a grade in the course. One goal of the Houston Community College English Department is to place you in an appropriate English class where you will learn and succeed.

Participation
Your participation is required in all activities. Please participate in class in order to maximize your learning experience. Not participating will affect your grade negatively. Conversely, participating will affect your grade positively.

Essays and Journals
Submission Requirements for All Essays (E##) and Journals (J##). Each E and J will be saved in a particular format and sent as a specifically labeled attachment via email containing a standard subject line.

- The format for all work will be MS Word or Rich Text Format. The extension for these documents are .doc/ .docx or .rtf, respectively.
- The attachment will be labeled as follows: Yourname_E## or J##_08xx09.doc. For example: Donna Gordon_CRN 33452_E#271_061610.doc
- The standard email subject line will be as follows: YourName_CRN#_E## or J##_08xx09.doc. For example: Donna Gordon_CRN 33452_J#271_061510.doc

Not following ALL of these instructions will result in a 20-point deduction from your grade for that particular assignment.

Essays - All essays will be outlined in a separate assignment sheet. Each essay will put into practice a particular section or unit discussed in class. All essays will be typed in Times New Roman 12 point font following MLA format. Since dates on the syllabus may not coincide with due dates on the assignment sheet for each essay, please follow dates on the assignment sheet for each essay to ensure you are submitting each essay on the correct date. Grade criterion will be provided for each essay along with the assignment sheet. MLA format information is discussed in class and available online via my learning web page.
**Journals** - All journals will be typed in Times New Roman 12 point font. Use MLA heading and header formatting style for these assignments. Formatting instructions for the header and heading can be found in The Little Brown Handbook, Chapter 46. To receive full credit [100 points] All journals will be a minimum of two full typed pages, unless otherwise indicated by the instructor. Please clarify any questions you have BEFORE you journals are submitted for a grade. **Journals are due on a ‘will call’ basis; ‘will call’ means that journals will be turned in WHENEVER the instructor asks for them.** Each journal should be completed on the day it is assigned. It is the student’s responsibility to complete journals in a timely manner and as specified above. **Journals will be called for at various times, as deemed necessary by the professor.** Students must have journals available for submission to the instructor at the time the journals are called for. Students will email the journals on a specified day and within a certain time frame; therefore, students must have electronic access to journals at any given time.

**Late Paper Policy**

In addition to being posted in the syllabus, a due date will be posted on each assignment sheet. Occasionally, the due date may be adjusted, so please refer to the essay assignment sheet as the final authority on ‘due date’ questions. **Because of the stringent policy stated below, PLEASE arrange a conference with me to discuss the reason or issues relating to assignments and due dates. I will work with you, but you must be aware of this policy in order to be serious-minded about each of your assignments.**

Late papers will NOT be accepted after the due date and time – NO EXCEPTIONS.

**Daily Reading Quizzes**

Students are responsible for reading all assignments as noted on the syllabus. Quizzes will be derived from materials assigned. No make-up quizzes will be given. If a student walks in late or is absent, he or she will earn the grade of zero [0] for that quiz. NO quiz grades of zero [0] due to tardiness or absence can be made up or changed for any reason.

**Presentations**

Students will participate in three presentations:

1.) Discuss a summary of an article in a newspaper or magazine. You will discuss the viewpoint and subject matter the author presents and discuss the social implications of the issue.

2.) Formal presentation based on the information they found in during the research process. Each student will be required to speak for a minimum of five minutes and a maximum of seven minutes.

3.) Presentation of analysis of visual argument based on an advertisement in print media. Each student will be required to speak for a minimum of three minutes and a maximum of five minutes using powerpoint to further the argument.

Grade criteria will be provided prior to the dates of presentations.

**Free English Tutoring**

The Southwest College offers you numerous opportunities for free English tutoring at our tutoring center (Stafford, Alief, Sienna and West Loop campuses). Electronic tutoring services are also available. Signs will be posted on each Writing Center door once the HCC live tutoring hours have been established. Live tutoring is available at West Loop, Stafford and Alief. Check each lab for posted hours of operation.

On-line tutoring services include AskOnline and mycomplab.com. You will find the AskOnline tutoring icon on the HCC homepage for students. Follow the user-friendly instructions for expert assistance in all subject areas. The url for online tutoring is askonline.net.
Open Computer Lab
You have free access to the Internet and word processing in the open computer labs at all HCCS-Southwest Campus locations. Check on the door of the open computer lab for hours of operation.

Counseling
Counseling is available at each campus. Check with the information desk at the particular campus for room numbers and consult your class schedule for telephone numbers.

Library (Learning Resource Center): http://library.hccs.edu/
The Southwest College has a Learning Resource Center at each campus for student use. The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. Stop by your campus library to find out hours of operation. All students will be required to obtain and/or update an HCCS Library Card (this is your student picture id card).

Student Organizations
Three organizations of interest to students taking English classes are Southwest Writers, Phi Theta Kappa, and the Gender Studies Club. Clubs are active during regular terms.

Inclement Weather
During inclement weather conditions, monitor major local channels for updates on school closings.

Academic Honesty
Plagiarism results in a grade of zero (“F”) on that project. Consult your on-line student handbook on scholastic dishonesty. Cheating and/or collusion also result in a grade of zero (“F”) on that project. Two instances of plagiarism will sabotage the course grade and will result in an “F” in the course. Consult your on-line student handbook for more details on scholastic dishonesty. No opportunities for rewriting/resubmitting the plagiarized project will be given.

Make-up Policy:
If you are absent on the day an assignment is due, you must submit the assignment PRIOR TO the due date/time. Again, please discuss your situation with me in order to facilitate a successful experience.
Please keep a copy of your papers for your own file; should a paper be lost, it is your responsibility to give me another copy. The English Department regards a two week turnaround for the return of major essays an appropriate timeframe.

Students will be allowed to take make-up exams if they have medical or unforeseen emergencies. Students will be responsible for contacting the instructor and providing documentation of the emergency situation. Students are strongly encouraged to avoid taking this measure. Be aware that the make-up exam will be an entirely different format from the original exam administered in class on the scheduled date.

Electronics Policies
1. Turn off and put away all cell phones, beepers, text-messaging devices and other electronic devices when class starts. The sounds of cell phones ringing during class are disruptive. Students should not leave the class to make a call or answer one (or worse—answer a call in class). No cell phones permitted on top of desks. Out of sight; out of mind.
2. No Bluetooth devices in ears allowed during class.
3. No MP3 players or other music devices with earphones allowed during class.
4. No laptops open during class.

Use of Cameras and Recording Devices
Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or
testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Other Course Policies
1. Please come to class on time. Arriving late results in time subtracted from the 12.5% attendance policy. After the 1st tardy, you will be counted absent for each day that you are late. DO NOT BE LATE TO CLASS. If you have a scheduling conflict, please discuss this with me PRIOR to facing the possibility of accruing absences for being late. Again, talk to me and don’t be late.
2. Sorry! No sleeping or heads on desks permitted. If you fall asleep, I’ll wake you up and count you absent! You will earn a zero for any work submitted on that day.
3. No food allowed in class.
4. Please do not chat with class colleagues during discussion. Let’s listen to what our class members have to contribute to the discussion.
5. Please do not bring anyone to class. Only registered students are allowed in the class.
6. Averages at the end of the semester: 89.4 = B;  79.4 = C.
7. The out-of-class essays must be typed. No handwritten essays or journals will be accepted.
8. If for some reason I am more than fifteen minutes late, class is dismissed. Follow your course calendar and complete any assignments for the next session.
9. The time to discuss an essay grade is after it is returned, not at the end of the semester.
10. When you email me, use correct English and proofread your message. Write complete sentences, capitalize proper nouns, and use correct punctuation. Do not write “b4” for “before” or “u” for “you” or use any other shortened form of a word. Write as if you were at your professional place of business and producing text acceptable in the Houston business community. I do not respond to any emails that do not adhere to Standard written English.
11. Please do not leave the class during the class session. You will be counted absent and get a grade of “0” for all assignments for that day. All grades recorded for that day will be zero [0].
12. Professional and courteous behavior are expected and appreciated.
13. Disruptive behavior inhibiting quality learning and student success will not be tolerated.
14. Good learning attitude, cooperative demeanor, and courteous behavior all go a long way with me!
15. Don’t forget to Have Fun!

MISSION STATEMENT OF THE ENGLISH DEPARTMENT
The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students’ reading, writing, and analytical skills.

ENGLISH 1301 COURSE DESCRIPTION
English 1301 is a course devoted to improving the student's writing and critical reading. The course involves writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. English 1301 is a core curriculum course.

COURSE PURPOSE
English 1301 is designed to help students write multi-paragraph expository, analytical, and argumentative essays that have the following qualities:
• clarity in purpose and expression,
• appropriate and sensible organization,
• sound content, including applications of concepts from and references to assigned readings,
• completeness in development,
• unity and coherence,
• appropriate strategies of development,
• sensitivity to audience
• effective choice of words and sentence patterns,
• grammatical and mechanical correctness, and
• appropriate MLA citation format.

EDUCATIONAL OUTCOMES FOR ENGLISH 1301: By the time students have completed English 1301, they will:
• understand writing as a connected and interactive process which includes planning, shaping, drafting, revising, editing, and proofreading;
• apply writing process to out-of-class writing;
• apply writing process as appropriate to in-class, impromptu writing situations, thus showing an ability to communicate effectively in a variety of writing situations (such as essay exams and standardized writing tests like the TASP);
• apply suggestions from evaluated compositions to other writing projects;
• understand and apply basic principles of critical thinking in analyzing reading selections, in developing expository essays, and writing argumentative essays;
• apply concepts from and use references to assigned readings in developing essays;
• analyze elements of purpose, audience, tone, style, and writing strategy in essays by professional writers
• complete short writing assignments, journal entries, reading quizzes, and other activities to strengthen basic thinking and writing skills
• understand and appropriately apply various methods of development in writing assignments;
• avoid faulty reasoning in all writing assignments;
• fulfill the writing requirements of the course, writing at least 6,000 words during the semester.

EDUCATIONAL COMPETENCIES IN HCCS CORE CURRICULUM

Reading: Reading material at the college level means having the ability to analyze and interpret a variety of printed materials--books, articles, and documents.

Writing: Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. In addition to knowing correct grammar, spelling and punctuation, students should also become familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.

Speaking: Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.

Listening: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

Critical Thinking: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.

Computer Literacy: Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities
associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

EXEMPLARY EDUCATIONAL OBJECTIVES

- To understand and demonstrate writing and speaking processes through invention, organization, drafting, revising, editing, and presenting.
- To understand the importance of specifying audience and purpose and to select appropriate communication choices.
- To understand and appropriately apply modes of expression (descriptive, expositive, narrative, scientific, and self-expressive).
- To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- To develop the ability to research and write a documented paper and/or to give an oral presentation.

HCCS STUDENT LEARNING OUTCOMES FOR ENGLISH 1301

- Demonstrate knowledge of writing as process.
- Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays.
- Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.
- Write essays in appropriate academic writing style using varied rhetorical strategies.
- Synthesize concepts from and use references to assigned readings in their own academic writing.

IMPORTANT DATES:

- **June 7 Monday** Classes Begin - Drop/Add/Swap Fee ($15.00) Begins
- **June 7-17** 70% Refund
- **June 8 Tuesday** Last Day to Drop Classes Online
  (After this date, students enrolled in classes can only drop in person or by letter, see class schedule.)
- **June 8 Tuesday** Registration Ends - Last Day to Add/Swap Classes
- **June 15 Tuesday** Priority Deadline for Summer Completion of Degrees or Certificates
- **June 15 Tuesday** Official Day of Record
- **June 22 Tuesday** 25% Refund
- **July 5 - Monday** Offices Closed - Independence Day Holiday - NO CLASSES! HAVE FUN!
- **July 27 Tuesday** Last Day for Administrative/Student Withdrawals - 4:30 pm
- **August 8 Sunday** Instruction Ends
- **August 9 - 15** Final Examinations - Final for CRN 33452: Monday, August 9th at 12:00 p.m.
- **August 15 Sunday** Session Ends
- **August 16 Monday** Grades Due by - 12:00 Noon
- **August 20 Friday** Grades Available to Students